

R.A. Williams Library Circulation Grid

	Students	Adjunct Faculty	Faculty	Staff	Alumni	AdventHealth and SDA Conference Employees	Community Members
Equipment	various; see equipment chart below for more information	various; see equipment chart below for more information	various; see equipment chart below for more information	various; see equipment chart below for more information	various; see equipment chart below for more information	various; see equipment chart below for more information	in-library use only
Books	3 Weeks / 3 renewals*	End of Current Trimester / No renewals*	3 Months / 2 renewal*	3 Weeks / 3 renewals*	3 Weeks / 3 renewals*	3 Weeks / 3 renewals*	in-library use only
Circulating Media	1 week / 3 renewals	1 Week / 3 renewals*	1 Week / 3 renewals*	1 Week / 3 renewals*	in-library use only	in-library use only	in-library use only
Non-circulating Media	may not use	1 Week / 3 renewals*	1 Week / 3 renewals*	1 Week / 3 renewals*	may not use	may not use	may not use
Anatomy Models	4 hrs in-library use only	4 hrs in-library use only	4 hrs in-library use only	4 hrs in-library use only	4 hrs in-library use only	4 hrs in-library use only	may not use
Journals	in-library use only	in-library use only	in-library use only	in-library use only	in-library use only	in-library use only	in-library use only
Reference Materials	in-library use only	End of Current Trimester / No renewals*	3 Months / 2 renewal*	in-library use only	in-library use only	in-library use only	in-library use only
Library Reserve Materials	3 days or 1 week, based on demand/ No renewals*	3 days or 1 week, based on demand/ No renewals*	3 days or 1 week, based on demand/ No renewals*	3 days or 1 week, based on demand/ No renewals*	in-library use only	in-library use only	in-library use only
Course Reserve Materials	2 hrs--in library use only / 3 renewals*	3 days / No renewals*	3 days / No renewals*	2 hrs--in library use only / 3 renewals*	may not use	may not use	may not use
Laptops	5 days / 3 renewals*	5 days / 3 renewals*	5 days / 3 renewals*	5 days / 3 renewals*	may not use	may not use	may not use
Historical Items-non circulating	in-library use only	End of Current Trimester / No renewals*	3 Months / 2 renewal*	in-library use only	in-library use only	1 week / No renewals*	in-library use only

*An item cannot be renewed if someone has placed a hold on it.

Equipment Chart

book holders calculators A/V adapters dry erase markers headphones USB drives medical instruments laptop desks personal whiteboards	4 hrs / 3 renewals*	1 Week / 3 renewals*	1 Week / 3 renewals*	1 Week / 3 renewals*	4 hrs / 3 renewals*	in-library use only	may not use
Laser Pointers Umbrellas	3 days / No renewals*	3 days / No renewals*	3 days / No renewals*	3 days / No renewals*	may not use	may not use	may not use
video cameras presentation remotes power use meters	1 Week / 3 renewals*	1 Week / 3 renewals*	1 Week / 3 renewals*	1 Week / 3 renewals*	in-library use only	in-library use only	may not use
sports equipment	2 days / 3 renewals*	2 days / 3 renewals*	2 days / 3 renewals*	2 days / 3 renewals*	2 days / 3 renewals*	may not use	may not use

*An item cannot be renewed if someone has placed a hold on it.